

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
CENTRAL STAFFING OFFICE**

CLASSIFICATION: STAFF SERVICES ANALYST (GENERAL) (HIRING COORDINATOR)
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- 1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under the supervision of the CSO Unit Supervisor, the Hiring Coordinator's primary duties and responsibilities are to coordinate the hiring process for nursing staff hospital-wide.

50% Hiring Process:

Work with the Employment Office to **coordinate the advertising of vacancies, scheduling of hiring interviews and panel members for nursing staff positions hospital-wide** Oversee the tracking of hiring files to assure timely receipt of reference check forms and follow up on those not received. Prepare hiring packets, hiring approval documentation and notification of candidates. Maintain extensive telephone contact with potential candidates. Assist in the placement process of selected candidates and coordination of start dates. **Provide hospital tours for the purpose of recruitment** to interested candidates including but not limited to Contract staff. Maintain logs and tracking procedures to include positions filled by Post & Bid and/or management discretion. Work with Position Control to reconcile positions and process appropriate paperwork. Provide resource information to hospital staff regarding the implementation and process of Post and Bid **Develop tracking methods, enter data, monitor processes and analyze data** pertaining to all aspects of the hiring of nursing staff, including but not limited to: interview panels and dates, hiring files, employee employment information, program/department placement, filled and vacancy rates. Assists in **resolving interview scheduling conflicts. Prepare clear, concise and comprehensive monthly, quarterly and Ad Hoc statistical reports on all aspects of the hiring process.**

- 30% Coordinates, collaborates and interfaces** with the Employment Office, Human Resources, Position Control, Psychiatric Technician School and Program Nursing Coordinator's on staff change of assignment paperwork for temporary, permanent, new employee and Post and Bid assignments. Prepares and completes the necessary paperwork accurately for review.

20% Assist in the development, implementation, production, monitoring, and evaluation of the staffing schedules within ASSIST. As directed by the CSO Nursing Coordinator/designee, utilize the ASSIST system to monitor and distribute staffing assignments on all programs. **Coordinates and develops complex staffing schedules based on clinical needs, scheduled leave, and tracking and employee employment information.** Provides staffing recommendations for units within distinct programs of the facility. Identify and project registry staffing needs to maintain compliance with licensed staffing requirements. Participate in state-wide ASSIST teleconferences, Training Coordinator and Account Manager meetings as needed.

2. SUPERVISING RECEIVED

Unit Supervisor

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, management analysis; and governmental functions and organization.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES:

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: N/A

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- Work with various computer programs and databases.
- Communicate verbally and in writing with Program management, Unit Supervisors, Program employees and various other Department personnel.
- Create and maintain accurate tracking tools.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

- Maintain knowledge of various computer programs and applications: Microsoft Excel, Access, Word, ASSIST, Web Ex, Skype
- Must have the ability to type and spell well
- Handwriting must be legible
- Must have an operating knowledge and experience with, telephone, photo copier, scanning and facsimile
- Must be able to multi-task and have organizational skills
- Ability to write clear, accurate, professional administrative reports

6. LICENSE OR CERTIFICATION: N/A

7. TRAINING: Training Category – 6

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS:

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor's Signature	_____ Print Name	_____ Date
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_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date
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